

<p>January 17, 2019 Our Savior's Lutheran Church Board of Directors Meeting Mission Statement: Our Savior's Lutheran Church is a caring community called by Christ to serve and live in faith. MEMBERS PRESENT Voting: Marci Gaertner, Meredith Caskey, Ray Valley, Joel Frost, Amy Stoffer, Greg Otsuka, Pastor Christine Wenzel Ex-Officio/ Visitors: MEMBERS ABSENT:</p>	<p>Time Called To Order: 6:41pm Adjourned: 9:37pm Location: Joel Frost home Meeting Lead: Ray Valley Recording Secretary: Marci Gaertner</p>
--	---

DISCUSSION	RECOMMENDATIONS/ ACTIONS/ MOTIONS	RESPONSIBLE PARTY	
		Staff	Board
<p>Reading of the OSLC Mission Statement Devotions</p>	<p>Devotions by Pastor Christine using Psalm 119:130 as well as "The World According to Mr. Rogers" with Christine's point: "Holy is in the secular."</p>		
<p>Approval of minutes Board Meeting December 21, 2018, Closed session January 7, 2018</p>	<p>Joel moved to approve, seconded by Amy. Approved.</p>		
<p>Additions /Approval of Agenda</p>	<p>Moved by Greg, seconded by Amy. Approved.</p>		
<p>Pastor Report</p>	<p>See attached. Additions: *Working to master an electronic calendar. *Performance reviews upcoming. * Ministry site profile being revised based on congregational feedback from 1/13/19 meeting with Bishop Lull. Once done, Bishop will activate and call process begins.</p>		
<p>Staff Report</p>	<p>See attached for those submitted, refer also to annual report. Job description for Youth Ministry reviewed and suggestions made for HR committee.</p>		

<p>Committee Report</p> <ul style="list-style-type: none"> *Human Resources—performance review *Worship Committee *Stewardship 	<p>Human resources: New performance review forms to be used. Filled out by employee as well as the pastor as supervisor. Ready to begin scheduling.</p> <p>Worship committee: inviting members from 10:30 am service for input. Continue to define scope of committee. Review all worship Sundays.</p> <p>Stewardship: Giving and evangelism teams need members for upcoming year.</p>		
<p>Treasurer Report</p> <ul style="list-style-type: none"> *Final 2018 Numbers *Final 2018 Budget Proposal (Version # and changes) 	<p>Final 2018 numbers ended at - \$11,298.70 due to decreased giving numbers and added surprise expenses including new phone system, air conditioning repair, garbage services, pastoral changes. There are sufficient funds in operational reserves to cover.</p> <p>Final 2018 Budget Proposal: Joel presented 2019 budget v12 after input from congregational meeting. Discussion, revisions made. Joel made motion to present budget v12a for congregational approval at January 20, 2019 annual meeting. Seconded by Meredith. All in favor. Approved.</p>		
<p>Old Business</p> <ul style="list-style-type: none"> *Call committee nominations *Furnace proposals 	<p>Call committee nominations completed. Meredith to check with Kathy Friday am regarding call committee ballots.</p> <p>Furnace proposals on hold. Property and grounds to provide list of their requirements for new furnaces. Then use list of requirements when searching out contractors to make fair comparisons of technical specifications and price.</p>		

<p>New Business</p> <ul style="list-style-type: none"> *Debrief from Bishop visit *Business manager job duties and record assess *Annual meeting agenda review *Recognition of Joel and Marci service. 	<p><i>Bishop visit</i> – ministry site profile being revised slightly based on conversation during Bishop’s meeting.</p> <p><i>Business manager vs treasurer tasks</i> - Joel and newly nominated treasurer Chris Buse from financed committee to meet after annual meeting to discuss those tasks which could be done by business manager. Will also discuss changes needed to be made at bank for safety deposit box and checking. Joel suggesting President, Vice president, treasurer once nominations are completed at February board meeting.</p> <p><i>Annual meeting agenda</i> – no new revisions.</p> <p>Joel and Marci will be rotating off board. Insights shared.</p>		
<p>Member concerns</p>	<p>Those who expressed interest in call committee and completed forms for consideration were contacted regarding choices made. All that filled out questionnaires were thanked for their interest and that the board considered many qualified candidates.</p>		
<p>Next meeting</p>	<p>February 7, 2019—moved up for this month. Goal to do board elections, follow up on call committee process, chart out duties/goals for 2019.</p>		
<p>Adjournment Concluding Prayer</p>	<p>Meredith motioned, Amy seconded. All in agreement, adjourned.</p>		

Pastor's Report—January 2019

STAFF:

- *New calendar tool continues to work very well.
- *Checking in with staff at least once/week

HR TEAM:

- *Completed job description for Director of Youth and Family Ministries.
- *Director of Children and Family Ministry job description is completed.
- *Finishing job descriptions for Sunday Contemporary Worship and Wednesday evening worship.

FINANCE TEAM:

- *Met with Chris Buse and Joel Frost to talk about passing the treasurer position to Chris.
- *Bishop Lull met with the congregation on Jan. 13th to get feedback for the MSP.

WORSHIP:

- *Christmas attendance was at 682.
- *Worship meeting on 1/10—completed the charter. Gave updates on worship services.
- *Working with Jane to plan all the services for Epiphany and Lent.
- *Dan Olson will coordinate the music for the 10:30 Sunday morning worship.
- *Chad Larson will only coordinate the music for the Wednesday night worship. He will not be part of the Sunday morning band.
- *Using material from Ministry Matters for the 10:40 Sunday service. Language is contemporary.

GIVING TEAM:

NEW MEMBER ORIENTATION:

*Orientation as held on Sunday, 1/6/19

*17 New members received on 1/13/19.

Our Savior's Lutheran Church

Staff Report

Date: January 14, 2019

Name: Jon Burke

Program/Ministry: Maintenance Manager

Last Month Activities:

None

Upcoming Activities/Important Dates:

LED Lighting Upgrade: LADC Preschool will be closed March 11-15 during spring break. They will be moving their childcare children to Trinity Lutheran that week in order for this upgrade to be completed. Just the infants will be here that week.

Items Needing the Board's Attention:

VBS

1. I need a roll off dumpster for that week. This event produces a large amount of trash. How to pay for this? Raise the registration fee by at least \$5.00 per child.
2. Hold VBS Monday – Thursday (4 days). I feel we need an extra day to clean up so the church is ready for Sunday service.
3. A suggestion to hold the VBS picnic outside, not in the CLC. This picnic has many spills and stains that are very difficult to remove.

Our Savior's Lutheran Church

Staff Report

Date: January 15, 2019

Name: Kathy Newton

Program/Ministry: Office Administration

Last Month Activities:

- **Regular office responsibilities:** Tuesday eblasts, Sunday bulletins, Christmas Eve bulletins, email & phone responses to questions and work requests by staff, congregants, committees & church board, submitted bi-weekly staff payroll sheet. Located past forms used in performance reviews and emailed them to the HR committee.
- **Purchases:** Kitchen supplies; Altar Guild supplies
- **Program Work:**
 - Children & Family Ministry**
 - a. Baptism Party: printed up poster, mailed invites to households with children birth-6th grade, printed extra invites for LADC households, included announcement in eblast & bulletins.
 - b. Tubing & Tailgating Event: printed up posters, sign-up sheets, downloaded Green Acres release forms, included notice in eblast & bulletins.
 - c. Sent out several emails to Faith Formation families regarding schedule updates & reminders, Moms Night Out, etc.
 - d. Created Jan-May attendance charts for Faith Formation classes.
 - Youth & Family Ministry:**
 - a. Logged in Youth payments for Winter Wipe Out & Mission Trip participants.
 - b. Sent out weekly confirmation emails.
- Laid out & printed Annual Report for distribution on Sunday, January 13.

Upcoming Activities/Important Dates:

- Waiting for approval of Treasurer's report & 2019 Proposed Budget to be included in the 2018 Annual Report. Will be a handout for the Annual Meeting but will then lay it into the final version of the 2018 Annual Report for future reference.
- Complete 2019 Leadership Ballot for Annual Meeting on January 20.

Our Savior's Lutheran Church

Staff Report

Name: Chad Larson

Program/Ministry: Youth and Family Ministry

Date:1/14/19

Activities Last Month

- Youth Group Meetings
 - o Meeting are going as normal. Groups are strong and full of excitement.
- Mission Activate
 - o With all the generous donations, we were able to make 65 hope totes filled with hats, gloves, socks, scarves, and hand warmers to the homeless in St. Paul. We had amazing conversations with the people we served in this uplifting experience! It was a huge help to have the elementary and preschoolers make cards for each bag and we hope to continue to keep them involved in our future missions!

Upcoming Activities/important dates

- Winter Wipe Out Jan 18-20th
 - o 21 students and 4 adults will be heading up to Camp Shamineu for their Winter Wipe Out Retreat. There will be Worship, speakers, competitive tournaments, rock climbing wall, indoor skate park, horseback riding, and much much more.
 - o Our given budget allotted \$500 for us to spend on this event but we will spend at least \$300 more. I will have to find room somewhere else in our budget to make up for this cost. I did request to be given more funds for this line item but was denied.
- Tubing and Tailgating February 2nd
 - o Darla and I have begun planning for this event. I have reserved our spot for tailgating with Green Acres and now we just need to give them our numbers as they come in. We will continue planning in the coming weeks.
- EPIC Event February 22nd
 - o This is an ecumenical event with 4 other church in the St. Croix Valley area. It will be held at Trinity Lutheran Church this year. Middle School Students gather together at Trinity, then head over to Sky Zone Oakdale for a few hours of glow jumping and activities. We then return back the Trinity for Worship, fellowship, food, and fun. This event's focus is on worship and fellowship with our community churches.

**Our Savior's Lutheran Church
Staff Report**

Jane Gay
Worship & Music Ministry
1/15/2019

Activities December

Sunday 12/2 1 Advent 9:30 AM - "Comfort & Joy" Worship - An Advent/Christmas Celebration
6:30 PM - "Evening of Holiday Peace" - Harpist - Arranged by local Parish Nurses

Wednesdays 12/5, 12/12, 12/19 5:30 PM - "Holden Evening Prayer"

Sunday 12/16 3 Advent 10:30 AM - Children's Christmas Program

Sunday 12/23 4 Advent 9:30 AM - Lessons & Carols

Monday 12/24 Christmas Eve 3:00 PM, 4:30 PM, 10:00 PM

Sunday 12/30 1 Christmas 9:30 AM - "A Carol Sing - Christmas Around the World"

Musical Offerings December

Bells II
Ada Burns
Audrey Caskey
Samuel Caskey
Dan, Andy, Christian Colburn
Matthew Fjestad Trio with Lauren Guinee, Chloe Knuteson, Andrea Valley
Good News!
Joyful Ringers
JuBellate
Kingdom Choir
Pastor Keith Lentz
Tori Letourneau
Little Friends
Liturgical Singers
Holly Newton
Lauren Olson
OSLC Elementary School Children

Praise Team
Proclaim!
Charlotte Schuld
Heidi Sundberg

Thursday 12/13 6:30 PM Worship & Music Committee Meeting - OSLC Family Room

Upcoming Activities/Important Dates January

Wednesday 1/2 5:30 PM All Worship

Sunday 1/6 Epiphany of Our Lord 9:30 AM All Worship

Sunday 1/13 Baptism of Our Lord - Reception of New Members

8:00 Return to ELW Setting 8 - Rich texts connecting us to others near and far sung to tunes in recent popular musical genres

Sunday 1/20 2 Epiphany 9:30 AM

“A Service of Prayer & Preaching Celebrating African American Song” - Led by Good News!

Thursday 1/10 6:30 PM Worship & Music Committee Meeting - OSLC Family Room

Items needing the board's attention